

Deputy Chief, Economic Research

19 November 1956

Chief, Industrial Division

Preparation for July-October Program Review Meetings

1. In accordance with your memorandum of 6 November 1956, there are attached two copies of tables 1, 2, and 3 showing the utilization of analysts' time for eight branches of D/I for the months of July - October 1956, inclusive. Since time distribution records are available for I/GM for October only, and since its research plans for FY 1957 were not incorporated in the current annual program, no tabulation is submitted for this branch. Distribution of I/GM time in October was as follows:

	<u>Activity</u>	<u>Hours</u>	<u>Percent</u>
(1)	No. of Analysts - 5	--	--
(2)	Total Available Hours	962.1	--
(3)	Total Project Research	99.7	10.4
(4)	Consultation and Support	246.9	25.7
(5)	Estimates File Maintenance	9.0	0.9
(6)	Intelligence Maintenance	165.3	17.1
(7)	Training	162.5	16.9
(8)	Administration	119.3	12.4
(9)	Leave	131.0	13.6
(10)	Miscellaneous	28.4	3.0

2. The following schedule is suggested for discussion of D/I branch programs:

28 November

0900 - 1030	I/AR
1030 - 1200	I/EE
1300 - 1400	I/CI
1400 - 1500	I/ME
1500 - 1600	I/GM

SUBJECT: Preparation for July-October Program Review Meetings

29 November

0900 - 1030	I/SH
1030 - 1200	I/WA
1300 - 1430	I/MM
1430 - 1600	I/TH

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Attachments:
8 Branch tabulations in duplicate

Distribution:
Orig. and 1 - Addressee
2 - D/I

25X1A9a ORR/D/I: [REDACTED] 2345 (19 November 1956)

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